



City of Milpitas

Lateral Transfer Opportunity

for the position of:

Maintenance Custodian II

(37.5 hour work-week)

Annual Salary Range: \$48,464- \$58,908

Post Date: February 9, 2016

Close Date: February 24, 2016

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas is seeking a Maintenance Custodian II (37.5) for the Public Works Department. This position is responsible for the care, maintenance, and cleaning of assigned buildings and facilities; and performs minor maintenance tasks.

This is the full journey level class of the Maintenance Custodian series. The Maintenance Custodian II class is distinguished from level I by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained on the operation and maintenance of all commonly used equipment and machinery, and are thoroughly familiar with the operating procedures and policies of assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from level I.

What You Will Do

Duties may include, but are not limited to, the following:



City of Milpitas

Lateral Transfer Opportunity

for the position of:

Maintenance Custodian II

(37.5 hour work-week)

-
- Responsibility for the care, maintenance, and cleaning of assigned buildings and facilities
 - Sweep, vacuum, shampoo, extract, mop wax, strip, and polish floors and carpets
 - Dust and polish furniture, woodwork, fixtures, and equipment
 - Wash windows, doors, and walls
 - Clean desks and counter tops
 - Empty and clean waste and recycle receptacles
 - Clean, disinfect, and maintain supplies in restrooms
 - Move and arrange furniture and equipment, and set up rooms for special meetings, rental groups, or events
 - Replace lights and adjust shades and blinds
 - Regulate ventilation and temperature
 - Clean air vents as required
 - Lock and unlock doors; Open and close City buildings
 - Pick up papers and other debris
 - Perform minor repair and maintenance projects on buildings, doors, windows, chairs, and tables
 - Perform minor repairs on electrical, HVAC, and plumbing systems
 - Paint and perform minor touchup tasks as assigned
 - Monitor rental group activities and enforce rental policy
 - Perform related duties as assigned

Experience and Education

One year of experience in janitorial and related building maintenance work comparable Maintenance Custodian I with the City of Milpitas.

License and Other Requirements

Possession of or ability to obtain and maintain an appropriate, valid California Commercial Driver's License with Class B and tanker endorsement within 11 months of hire.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year, confined spaces, hazardous waste, sewage, chemicals, herbicides and



City of Milpitas

Lateral Transfer Opportunity

for the position of:

Maintenance Custodian II

(37.5 hour work-week)

pesticides; walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas. Physical exam, and drug and alcohol screening; Visual Requirements: Discern colors; Auditory Requirements: 100 decibel hearing; Job is performed: Inside: 10% and Outside: 90%.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year



City of Milpitas

Lateral Transfer Opportunity

for the position of:

Maintenance Custodian II

(37.5 hour work-week)

-
- Vacation: 3.17 hours per pay period
 - Sick: 3.46 hours per pay period
 - Holidays: 13 paid holidays per year
 - Flexible Spending: Pre-tax medical and dependent care expense accounts
 - Credit Union
 - Employee Assistance Program
 - Tuition Reimbursement Program
 - Milpitas Sports Center Membership: City paid
 - Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).

Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.

New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.